

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
CAPTAIN/SHIFT TRAINING OFFICER

1. **JOB TITLE:** CAPTAIN/SHIFT TRAINING OFFICER
2. **DEFINITION:** The employee is responsible for supervising and managing Firefighters and Drivers in accordance with City and Departmental policies, procedures, rules and regulations. Independent judgment must be used according to the situation. The employee engages in fire suppression activities. The employee is responsible for performing and supervising training and related activities and for maintaining equipment and quarters. The employee is responsible for the training activities of their assigned shift. The position is responsible to the Fire Chief through the chain of command. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/ JOB LOCATION:**
 - a. The employee will supervise the operation of fire engines, trucks and other firefighting equipment, which includes, but may not be limited to, nozzles, hoses, self-contained breathing apparatus, power saws, pumps, generators and, as necessary, will operate such equipment. The employee will also operate computers, radios, telephones, calculators, copy machine, fax and other modern office equipment. A large part of duty time is taken up in city-wide pre-planning, training, and maintaining equipment and quarters.
 - b. The employee may be assigned to any one of the City's fire stations or shifts and may be reassigned at any time. All firefighting and emergency operations must be performed during all kinds of weather conditions. The employee is exposed to extreme heat, smoke, hazardous chemicals, and falling materials.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Performs all essential functions listed in job descriptions for Firefighter and Driver, and:
 - b. Plans, organizes and implements effective fire suppression training for fire personnel.
 - c. Supervises fire personnel in the suppression of fires, directs the route to fires and implements an effective fire suppression attack, and makes decisions as related to emergencies.
 - d. Serves as Incident Commander at a fire scene until relieved.
 - e. Supervises daily maintenance checks on vehicles and firefighting equipment.

- f. Ensures the operational readiness of assigned personnel, apparatus, equipment, and leads personnel in the cleaning and routine maintenance of an assigned fire station and apparatus.
- g. Prepares and writes accurate reports relating to fires, personnel, and investigations; maintains records of station information, apparatus, and equipment in station books or in the station computer.
- h. Responds punctually to alarms and to all assignments.
- i. Investigates the cause, origin, and circumstances of accidental and incendiary fires.
- j. Supervises the daily training of Firefighters and Drivers.
- k. Schedules and oversees tests performed on fire hydrants, fire engines and fire hose.
- l. Conducts fire prevention walk throughs and pre-fire planning visits.
- m. Secures fire scene and fire station property against theft, and oversees fire station supplies.
- n. Directs personnel to select correct hose and nozzles, depending on type of fire, and directs stream of water or chemicals onto fire.
- o. Directs personnel to position ladders correctly so access can be gained to upper levels of buildings or to assist individuals from burning structures.
- p. Directs personnel to protect property from water and smoke by use of waterproof salvage covers and smoke ejectors.
- q. Climbs stairs and ladders, traverses rough and debris strewn ground and floor areas, enters and maneuvers in confined spaces.
- r. Arranges classes for new recruit training and orientation and coordinates the forty (40) hours of recurrent training mandated by the State of Tennessee Commission of Firefighting; arranges for personnel to take classes through various other agencies or learning institutions as required.
- s. Responds to employee concerns and problems related to training issues.
- t. Provides fire safety training and education to the public.
- u. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
- v. Reviews training data, completed by lower ranking fire personnel and maintains training related records and files.
- w. Operates personal computers using Microsoft Office software.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Drives and operates firefighting vehicles and related equipment as needed.
- b. Participates in assigned public fire education activities.
- c. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must possess all knowledge, skills, and abilities required of a Firefighter and Driver, and:
- b. Must have six (6) years of experience in the Murfreesboro Fire Department with one (1) year experience as a paid Driver, or have eight (8) years of experience as a Firefighter in the Murfreesboro Fire Department.

- c. Effective July 1, 2007, Firefighters applying for a Captain/Shift Training Officer position must be on the Relief Driver and the Acting Captain list; Drivers must be on the Acting Captain list.
- d. Must be Medical First Responder state certified and must maintain certification.
- e. Must be certified by the State of Tennessee as Officer I.
- f. Must obtain certification as State of Tennessee Instructor I within twelve (12) months of promotion. Failure to successfully obtain certification within twelve (12) months will result in reassignment to former rank.
- g. Must successfully complete Officer level I, II, III and IV courses and Instructor course at the Tennessee Fire Academy within twelve (12) months of promotion if courses are available. Failure to successfully complete courses within 24 months will result in reassignment to former rank.
- h. Must possess a valid Tennessee driver's license that has not been revoked or suspended within the last 36 months.
- i. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges, or to misdemeanor charges involving violence, theft, or arson.
- j. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to DUI or to misdemeanor charges involving drugs during the past five years.
- k. Must be able to wear and use a respirator in accordance with the Standard on Respiratory Protection, 29 CFR 1910.134.
- l. Must pass a physical ability test prior to promotion and annually thereafter.
- m. Must pass a drug screening test.
- n. Knowledge of the Incident Command System.
- o. Knowledge of NFPA 1021 and 1041.
- p. Knowledge of the capabilities and limitations of fire suppression personnel and variety of firefighting equipment.
- q. Knowledge of water systems, alarm systems, and sprinkler systems.
- r. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.
- s. Knowledge of and skills in applying principles, practices and methods of modern fire suppression techniques.
- t. Knowledge of City and Departmental personnel policies, procedures and regulations and ability to enforce them.
- u. Knowledge of the City's provisions for emergency situations.
- v. Possess good working knowledge of personal computers and experience with Microsoft Office software preferred.
- w. Ability to teach accurate, informative and interesting classes and to prepare useful teaching aides and guides.
- x. Ability to work with a minimum amount of supervision.
- y. Ability to recognize and correct safety hazards for firefighting personnel.
- z. Ability to determine the need for apparatus and equipment repair and maintenance.
- aa. Ability to understand and carry out complex oral and written instructions.
- bb. Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.
- cc. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.

- dd. Ability to report for work on time, complete assigned tasks within a reasonable period of time and perform the duties of the job for a complete workday.
- ee. Ability to concentrate and accomplish tasks despite interruptions.
- ff. Ability to train, instruct, and discipline subordinates.
- gg. Ability to plan, direct, and supervise the work of others.
- hh. Ability to effectively communicate on two-way radio system.
- ii. Ability to properly operate office equipment such as telephones, calculators, computers, typewriters and copy machines.
- jj. Experience in training, managing, supervising, or directing others preferred.

October 31, 2006
Non-Exempt
Safety Sensitive